

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8.  
Sec

9.  
Arch

10.  
Med

11.  
Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

050 - PUBLIC HEALTH REGION - EMS

	5244	PROVIDER ADMINISTRATIVE FILES	7	7	O	P		
1.1.002	5241	EMS PROGRAM REVIEWS/AUDITS	AC+3	AC+3	O	P		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	5246	COMPLAINT FILES	AC+2	AC+2	C	P		AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.007	5242	ADMINISTRATIVE CORRESPONDENCE	3	3	O	R	P	X
3.1	5245	PERSONNEL CERTIFICATION	5	5	O		P	
5.1.010	5243	PROVIDER LICENSURE DOCUMENTATION	AC+2	AC+2	C		P	X

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C- Confidential

VITAL CODES (Field 11)

Indicate with an X